**Submission of Information for Prequalification**

**Guide for Submission**

1. Please fill in all cells highlighted in yellow.
2. For Section 2
	1. Please submit job reference and clients’ commendation (if any) in Appendix with the Item No.
	2. Please insert additional table in same format for more job reference when necessary.
3. For Section 3, please insert additional table in same format for more personnel when necessary.

**Submitted by**

|  |  |
| --- | --- |
| **Company name:** |  |
| **Contact person:** |  |
| **Telephone No.:** |  |
| **Email address:** |  |
| **Date:** |  |

**Section 1**

|  |  |
| --- | --- |
| **Company Profile** |  |
| Year of company establishment | Established in \_\_\_\_\_\_\_\_\_\_\_Copy of business and company registration is enclosed. |  |
| Organization chart | Submitted in the form of Appendix by referring to Section No. |  |
| No. of direct staff employed |  |  |
| Financial Statements forthe latest 3 years | Submitted in the form of Appendix by referring to Section No. |  |
| Declaration of litigation cases in the past three years (if any).  |  |  |

**Section 2**

| **Item A** | **Job Reference in the past 5 years (since 2013) for shopping malls with gross floor area****at or exceed 500,000 square feet** |  |
| --- | --- | --- |
| 1 | Location of Services |  |  |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| 2 | Location of Services |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| **Item A** | **Job Reference in the past 5 years (since 2013) for shopping malls with gross floor area****at or exceed 500,000 square feet** |  |
| --- | --- | --- |
| 3 | Location of Services |  |  |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| 4 | Location of Services |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| **Item A** | **Job Reference in the past 5 years (since 2013) for shopping malls with gross floor area****at or exceed 500,000 square feet** |  |
| --- | --- | --- |
| 5 | Location of Services |  |  |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| 6 | Location of Services |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| **Item B** | **Job Reference in the past 5 years (since 2013) for shopping malls****with gross floor area below 500,000 square feet** |  |
| --- | --- | --- |
| 1 | Location of Services |  |  |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| 2 | Location of Services |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| **Item B** | **Job Reference in the past 5 years (since 2013) for shopping malls****with gross floor area below 500,000 square feet** |  |
| --- | --- | --- |
| 3 | Location of Services |  |  |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| 4 | Location of Services |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| **Item B** | **Job Reference in the past 5 years (since 2013) for shopping malls****with gross floor area below 500,000 square feet** |  |
| --- | --- | --- |
| 5 | Location of Services |  |  |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| 6 | Location of Services |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| **Item C** | **Job Reference in the past 5 years (since 2013) for commercial buildings/hotels with** **manpower deployment not less than 20 permanent headcounts** |  |
| --- | --- | --- |
| 1 | Location of Services |  |  |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| 2 | Location of Services |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| **Item C** | **Job Reference in the past 5 years (since 2013) for commercial buildings/hotels with** **manpower deployment not less than 20 permanent headcounts** |  |
| --- | --- | --- |
| 3 | Location of Services |  |  |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| 4 | Location of Services |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| **Item C** | **Job Reference in the past 5 years (since 2013) for commercial buildings/hotels with** **manpower deployment not less than 20 permanent headcounts** |  |
| --- | --- | --- |
| 5 | Location of Services |  |  |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

| 6 | Location of Services |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of cleaners |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of Appendix by referring to Section & Item Nos. |  |

 ***(Please insert page and table beyond this page for more job reference when necessary)***

**Section 3**

|  |  |
| --- | --- |
|  | **Strength and Quality of Work Force** |
| 1 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 2 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 3 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 4 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |

|  |  |
| --- | --- |
|  | **Strength and Quality of Work Force** |
| 5 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 6 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 7 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 8 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |

|  |  |
| --- | --- |
|  | **Strength and Quality of Work Force** |
| 9 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 10 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 11 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 12 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |

|  |  |
| --- | --- |
|  | **Strength and Quality of Work Force** |
| 13 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 14 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 15 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 16 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |

**Section 3**

|  |  |
| --- | --- |
| **Strength and Quality of Work Force** |  |
| Human Resources Management Plan | Submitted in the form of Appendix by referring to this Section No. |  |
| Recruitment Criteria and Methodology | Submitted in the form of Appendix by referring to this Section No. |  |
| Training Plan and Methodology | Submitted in the form of Appendix by referring to this Section No. |  |

**Section 4**

|  |  |
| --- | --- |
| **Others** |  |
| Has your company worked with MTR Corporation before? | Yes / No | If Yes, please list out the job details: |  |
|  |  |
| Does your company have any Quality Management Plan? | Yes / No | If Yes, please specify(e.g. ISO9001 or eqv) |  |  |
| Please provide the related documents including Quality Management Plan, if anyin Appendix. |  |
| Does your company have any Environmental Management Plan? | Yes / No | If Yes, please specify(e.g. ISO14001 or eqv) |  |  |
| Please provide the related documents including Environmental Management Plan and Policy Statement, if any in Appendix. |  |
| Does your company have any Safety Plan or Manual? | Yes / No | If Yes, please specify(e.g. OHSAS 18001 or eqv) |  |  |
| Please provide the related documents including Safety Plan, Safety Policy Statement and Safety Training Proposal, if any in Appendix. |  |